

Ss. Peter & Paul Parish
Space Use and Fundraising Request Form

(Submit Form to Parish Service Committee Chairperson - 60 Days In Advance of Event)

Email to John Mannix: jhmannix@yahoo.com

Today's Date: _____ Date(s) of Event: _____

ORGANIZATION

Name of Group Submitting This Request? _____

Project Leader: _____ Phone: _____

Secondary Contact: _____ Phone: _____

EVENT DETAILS

Purpose and Benefit Derived from the Event?

Describe the Following:

Type of Event or Solicitation: (Bake Sale, Selling Raffle Tickets, other)?

SPACE

Where is Space Needed? Please check with contact below to ensure availability prior to submitting request.

<input type="checkbox"/> SPPS Gym	SPPS Athletic Director	(618.939.7217)
<input type="checkbox"/> SPPS Cafeteria	SPPS Secretary	(618.939.7217)
<input type="checkbox"/> Other: _____	Parish Secretary	(618.939.6426)

Date and Time of Clean Up?

SIGNATURES

Signature of Responsible Leader:

By signing this request, the leader commits to conducting an event in a manner respectful of worship, parishioners, and staff members, and promises a timely return of the designated space and equipment to a clean and orderly state. Fundraising activities limited to two weekends. See Parish Policy Guidelines.

APPROVAL: _____

Pastor or Designee

Service Committee Representative